

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, May 10, 2010

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m. The Pledge of Allegiance was recited. Secretary Karen Backman took roll call; present were President Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler and Dale Youngquist. Administrator Jeff Sturgell and other departmental staff were also present. Town Engineer Brad Werner - not present
Others: 1 attendee signed in

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - April 26, 2010

MOTION: Hanson/Ziegler to approve the minutes as submitted. Motion carried.

4. Minutes and Correspondence to Receive - None

5. Public forum on any matters of concern to the Town. The public may comment however, no action can be taken. Five minute time limit per person on non-repetitive matters.

There were no comments.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 100510-1:UD Expenditures

MOTION: Ziegler/Gerhart to approve the expenditures in the amount of \$210,802.99 without exception. Motion carried.

9. Reports

a) *Water Superintendent Roth - Capital Projects Update*: Reported the Manitowoc Road project including stormwater work has been completed; Commissioner Gerhart commended the Hietpas crews in keeping the area cleared for traffic. President Arden Tews asked Supt. Roth the time frame for beginning replacement of rusted water mains on Gardner's Row; Supt. Roth stated it would be their next project. Residents would be notified of the work to be performed on this street.

10. Motions by Commissioners

11. Adjourn

At 5:08 p.m., MOTION: Hanson/Gerhart to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

Note: These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, May 24, 2010

Minutes

1. **Call to Order, Pledge of Allegiance and Roll Call**
President Arden Tews called the meeting to order at 5:00 p.m. The Pledge of Allegiance was recited. Secretary Karen Backman took roll call; present were President Arden Tews, Commissioners Dennis Gerhart, Gregory Ziegler and Dale Youngquist. Comm. Barbara Hanson, Fin. Dir. Myra Piergrossi and Water Supt. Jeff Roth were excused. Administrator Jeff Sturgell and other departmental staff were present. Town Engineer Brad Werner was not present.
Others: 2 attendees signed in
2. **Awards/Presentations**
3. **Minutes to Approve**
 - a) Regular Utility Commission Meeting - May 10, 2010
MOTION: Gerhart/Ziegler to approve the minutes as submitted. Motion carried.
4. **Minutes and Correspondence to Receive**
Minutes
 - a) Neenah-Menasha Sewerage Commission - March 23, 2010**Correspondence**
 - a) Water Main breaks - April 2010
 - b) Water Pumpage Report - April 2010**MOTION:** Youngquist/Ziegler to approve the minutes and correspondence for filing. Motion carried.
5. **Public forum on any matters of concern to the Town. The public may comment however, no action can be taken. Five minute time limit per person on non-repetitive matters.**
There were no comments.
6. **Discussion Items**
7. **Unfinished Business**
8. **New Business-Resolutions/Ordinances/Policies**
 - a) 100524-1:UD Expenditures
MOTION: Youngquist/Ziegler to approve the expenditures in the amount of \$268,968.74 without exception. Motion carried.
9. **Reports**
 - a) *Water Superintendent Roth - Capital Projects Update:* Emergency repairs to the rusted water mains on Gardner's Row (Trader's Rd.) will be completed in a week - he noted repairs will remain within the budget; will begin the E. Shady Lane project in approximately two weeks, and stated one lane will remain open for through traffic.
10. **Motions by Commissioners**
11. **Adjourn**
At 5:05 p.m., **MOTION:** Ziegler/Gerhart to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

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Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, June 14, 2010

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m. The Pledge of Allegiance was recited. Secretary Karen Backman took roll call; present were President Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler and Dale Youngquist. Administrator Jeff Sturgell and other departmental staff were also present. Town Engineer Brad Werner was present. There were no attendees.

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - May 24, 2010

MOTION: Hanson/Youngquist to approve the minutes as submitted. Motion carried.

4. Minutes and Correspondence to Receive

Minutes

a) Grand Chute Menasha West Sewerage Commission Meeting - March 3 and April 7, 2010

b) Neenah-Menasha Sewerage Commission Meeting - April 27, 2010

Correspondence - none

MOTION: Gerhart/Hanson to accept the minutes and correspondence for filing. Motion carried.

5. Public forum on any matters of concern to the Town. The public may comment however, no action can be taken. Five minute time limit per person on non-repetitive matters.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 100614-1:UD Accept Compliance Maintenance Annual Report (eCMAR)

MOTION: Youngquist/Ziegler to accept the report as written. Motion carried.

b) 100614-2:UD Expenditures

MOTION: Youngquist/Ziegler to approve the expenditures in the amount of \$325,969.35 without exception. Motion carried.

9. Reports

a) *Water Superintendent Roth - Capital Projects Update*: Completed the water main project in the Gardner's Row/Short Street/Calumet Street area; explained there is a 100% improvement with clear water flowing through now; the water main project began today (Monday) on E. Shady Lane/American Drive.

b) *Wastewater Superintendent Steve Laabs - Southwood Drive Sewer Main Replacement Report*: The sanitary sewer between Calumet St. and Wilson St. was projected to be sliplined (cipp) in 2011. Supt. Steve Laabs felt it was a good idea to bid this project in 2010 as a total replacement with hope for a better price and that the bid came in with the project cost significantly reduced. There will be a savings of approximately \$55,000 to do the relay vs. the (cipp) method. He suggested a budget amendment resolution be placed on the next meeting agenda and requested approval for this cost savings for the Utility District.

c) *Finance Director Myra Piergrossi - Menasha Utilities Rate Increase Report*: Stated Menasha Utilities notified the Town on Fri., May 14 that they were pursuing a water rate increase; a June 2 public hearing

had already been held. She explained how the Town purchases 50% of our water from the City of Menasha for the east side; gave the annual purchase cost increase of \$135,000 (overall affect to the Town is a 20% rate increase) and stated the rate of return and cost increases were in-line with other Utilities. Because of the significant cost increase to the Town and the time-frame, Director Piergrossi stated Baker Tilly Virchow Krause LLP was hired to review the entire water rate application in depth, in regard to fairness of allocations (ex. Town versus the City), within a short time-frame of two weeks.

Fin. Dir. Myra Piergrossi began to explain that there is a purchase water adjustment clause which allows increases in rates without a full-blown water rate study, but with a window of time opportunity for submittal. Rates must be in effect before 90 days from the date that Menasha Utilities implemented their rates; she later gave that date as being the next business day. The PSC stated they could calculate the rates in less than 30 days; Director Piergrossi read the PCS's very rough estimate of increased water rates for volume charges and fire protection based on the average usage of 17,000 gals. along with calculations based on those rates. The Finance Director reminded the Commission that the Utility District has an authorized 7% rate of return, but only had a 5.79% rate of return in 2009, which is the first full year of the 2008 rate increase.

Commissioner Dale Youngquist gave his support and felt the Commission must move quickly so the Town does not have to absorb the cost even though it is not a significant amount; other Commissioners agreed but with concerns which they expressed. Discussion ensued regarding the purchase of water and other alternatives to possibly reduce the amount of water purchased without jeopardizing the Town. Water Supt. Jeff Roth explained that the Town alone cannot supply enough water for its customers, and due to the east side's poor water quality it must be blended with a better quality of water to achieve a good mix. The Commissioners expressed concerns with the PSC's last minute notification to increase rates.

After discussion, Commissioner Youngquist encouraged the Commission to give authority to the Finance Director to do the water purchase agreement with the PSC. Fin. Dir. Piergrossi gave billing dates wherein the residents would potentially receive the increase on their water bill. The Commission agreed to placing a resolution on the next June 28 meeting for approval to allow mailing of the application to the PSC the day after the meeting- June 29.

Commissioners directed the Finance Director include a stuffer with residents' utility bills notifying them of the increase. Commissioner Youngquist stated customers who use an average amount of water would be impacted by approximately a \$10/year increase on their water bill.

10. Motions by Commissioners

11. Adjourn

At 5:36 p.m., MOTION: Hanson/Gerhart to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

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Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, June 28, 2010

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m. The Pledge of Allegiance was recited. Secretary Karen Backman took roll call; present were President Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler and Dale Youngquist. Administrator Jeff Sturgell and other departmental staff were also present. Town Engineer Brad Werner was present. There were no attendees.

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - June 14, 2010

MOTION: Youngquist/Hanson to approve the minutes as submitted. Motion carried.

4. Minutes and Correspondence to Receive

5. Public forum on any matters of concern to the Town. The public may comment however, no action can be taken. Five minute time limit per person on non-repetitive matters.

There were no comments.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 100628-1:UD Bid Award - 2010 Southwood Drive Sanitary Sewer Relay

MOTION: Youngquist/Ziegler to award the bid for the 2010 sanitary sewer main reconstruction project to Roger Bowers Construction Inc. in the amount of \$71,301.00; further that the Finance Director is authorized to increase the Sewer Utility capital budget by \$82,000 which includes 15% for engineering and contingency. Motion carried.

b) 100628-2:UD Water Rate Increase - Purchase Water Adjustment Clause

MOTION: Youngquist/Ziegler to direct the Finance Director to file the appropriate paperwork to implement the Purchase Water Adjustment clause in the Town's Utility District rate file, and calculate the rate as soon as possible.

Finance Dir. Myra Piergrossi stated Menasha Utilities increased their water rates on June 16, 2010 by approximately 20%. Therefore, the Town of Menasha could expect roughly a 2.89% increase on their utility bill for the average user. This equates to approximately \$2.50/billing quarter or \$10.00/year. Director Piergrossi stated there is a 90-day window from the date Menasha Utilities increased their water rates for the Town to implement an increase, although she may have the Town's actual rate after it is calculated by the Public Service Commission (PSC) within 30 days and would notify the Commission.

Commission Gerhart discussed having flexibility to review the water rate increase again once the actual rate is calculated, versus voting to implement the rate tonight which is not yet known; however, Director Piergrossi strongly encouraged the Commissioners to either vote for or against the estimated cost increase tonight and gave her concerns. It would delay passing on the rate increase to customers within the expected time frame. Commissioners Youngquist and Ziegler expressed that they were in agreement and feel the Town is merely passing on the increase imposed and there is no alternative to changing PSC's estimated rate, and encouraged approval at this time.

On the main motion, motion carried.

c) 100628-3:UD Expenditures

MOTION: Youngquist/Hanson to approve the expenditures in the amount of \$286,059.67 without exception. Motion carried.

9. Reports

- a) *Water Superintendent Roth - Capital Projects Update:* The E. Shady Lane project continues; 1600 ft. of water mains have been installed so far; President Arden Tews passed on compliments he received about the crews and Heitpas & Sons who are performing the work, with being understanding of the needs of the residents; Commissioner Barbara Hanson stated that she requested Supt. Roth meet with the residents living on Fatima St. about some concerns they had, and stated the residents were very appreciative to have met with him.

10. Motions by Commissioners

11. Adjourn

At 5:25 p.m., **MOTION:** Ziegler/Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

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